

**State of Missouri Contract C104006001  
Vehicle Rental Services  
Procedures for Rental Reservations Using a State Travel P-Card**



**How to Set Up Your State Purchasing Account to Use for Rentals:**

State agencies can use a central travel account (p-card) for Enterprise rental reservations.

- Agencies must contact Matt Gandy with Enterprise (contact information below) to set up their p-card for rentals
- Enterprise will provide a Procurement Card Billing Form that should be completed and returned to Enterprise
- Enterprise will assign individual account number(s) that are linked to each p-card set up for rental reservations. These individual account numbers or customer numbers are unique for each p-card so that when used during the reservation process, the p-card info is automatically applied to the rental
- Only the p-card holder should have access to the account numbers established for their card.
- Rental reservations made online using the p-card must be made at [www.enterprise.com](http://www.enterprise.com). Reservations should NOT be made online at the State Fleet Management website at: <http://www.oa.mo.gov/gs/fm/onlinereservations.htm> as this site only facilitates direct billing

**Steps to Make Your Rental Reservations via the P-card:**

- Go to [www.enterprise.com](http://www.enterprise.com)
- Enter the location where you would like to pick up your rental.
- Enter the starting and ending dates and times when the rental is needed.
- In the field labeled “Optional:” enter your account number. (For example, 4MOSTIN) Each procurement card will be assigned an account number(s) at a later date (see next page for illustration)
- Click on the orange “Search” button
- On the following page, enter ‘STA’ as the PIN number (see next page for illustration)
- Click on the orange “Sign In” button
- All locations that match your search criteria will show up on the following page. Click on the “Select” button next to the location you would like to use.
- The following page will show all sizes of cars and rates that are available at the branch you selected. Click on the “Select” button next to your vehicle choice.
- On the following page, enter the renter’s name, phone number, email address (optional), and type of credit card. Then you may either fill out additional information to save time at the rental counter, or click the orange “Continue” button.
- The following page will show a summary of your rental. Click the orange “Book Now” button to reserve your car. Your reservation is not complete until you click this button! After you click “Book Now,” your confirmation number will be shown on the following page.

**Questions?**

**Enterprise Account Representative**

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Enterprise Website Illustrations – Account Number and PIN

Enterprise Rent-A-Car: Rental cars at everyday low rates. Rent a car today! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Research Messenger

Address http://www.enterprise.com/car\_rental/home.do Go Links >>

Google www.enterprise.com Search 42 blocked Check AutoLink AutoFill Options www enterprise com

Enterprise rent-a-car

Language: English Contact Us Help

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**Create a Car Rental Reservation in the US**  
(Including Puerto Rico)

Rent a car in: [US](#) | [Canada](#) | [UK](#) | [Ireland](#) | [Germany](#)

Location Enter either a City, State, or Zip Code or select an [Airport](#) or [Port of Call](#).

1

☐ Show airport locations only

**Dates & Times**

Start

2 Oct 3 Noon

End

Oct 4 Noon

**Choose a Car Rental Class** ([More about Car Classes](#))

3 Show me everything

Your Age 25 and Up [Search](#)

Optional: Coupon, Customer, or Corporate Number

[Modify an Existing Reservation](#)

**Account number**

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Looking for a quicker way to reserve online? [Find out more!](#)

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Friday to Monday - Off Standard Daily Rates [Book Now](#)

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Enterprise ranked "Highest In Rental Car Customer Satisfaction, Two Years In A Row" by J. D. Power and Associates

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International Car Rental Sites:  
[Car Rental US](#) | [Car Rental Canada](#) | [Car Rental UK](#)  
[Car Rental Ireland](#) | [Car Rental Germany](#)

BBBOnline RELIABILITY PROGRAM

Internet

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Enter 'STA' in the PIN number field as illustrated below.

A screenshot of a Microsoft Internet Explorer browser window displaying the Enterprise Rent-A-Car Corporate Account Sign In page. The browser's address bar shows a long URL starting with 'http://www.enterprise.com/car\_rental/home.do;jsessionid=FhQHh1yCgCvyN16Ty80FbH1gvhsn3d1sGTSGQYDP8JV1QyPJ1Xf1617621574!-1038913567'. The page features the Enterprise Rent-A-Car logo at the top. Below the logo is a green horizontal bar. The main content area is titled 'Corporate Account Sign In'. It contains a text prompt: 'To access your corporate account, please enter the first 3 characters of your company's name or PIN number:'. To the right of this prompt is a text input field containing the characters 'STA'. To the right of the input field is a green button with a white right-pointing arrow and the text 'Sign In'. Below the input field, there are two examples: 'Examples: St. Charles Lumber = STC' and 'A-1 Corporation = A1C'. At the bottom of the main content area, there is a link: 'Want to reserve a vehicle without the benefits of your Corporate Account? Visit our [Main Home Page](#)'. At the very bottom of the page, there are several links: '[Rent a Car](#) | [About Us](#) | [Help](#) | [Vehicles](#) | [Contact Us](#)' and '[Enterprise Rent-A-Car Privacy Policy](#) | [Terms and Conditions](#) | © 2006 Enterprise Rent-A-Car Company. Patent Pending'. The browser's status bar at the bottom shows 'Internet'.